



**Steinbright Career Development Center  
Important Information for Co-op Employer Partners<sup>[1]</sup>**

Company Name: \_\_\_\_\_

General Information:

Drexel University's cooperative education "co-op" program is an integral component of a student's academic program. Co-op students earn credit while working in professional, career-oriented positions. Co-op employer partners benefit from the energy and enthusiasm of the students, while realizing other tangible and intangible benefits. The co-op program functions best when all concerned – co-op employer partners, students and Drexel -- work together to maintain open communication throughout the co-op experience, establish clear goals and expectations, and proactively address any issues that arise.

The Steinbright Career Development Center (Steinbright) at Drexel is responsible for monitoring students' co-op experiences and has created this form to establish a framework for achieving the objectives of the co-op program. Please read it carefully and agree to the terms at the bottom. Your Steinbright contact is an excellent resource for any questions you may have about this form or any other aspect of Drexel's co-op program. We are delighted that you have chosen to participate and appreciate the investment you are making in our students' education.

Guidelines for Co-op Employer Partners:

1. In order to receive co-op credit, students must be working in professional, career-oriented positions.
2. Co-op employer partners must provide Steinbright with a written description of the co-op student's duties. This description should include the student's rate of compensation, anticipated hours of work and principal workplace location.
3. Co-op employer partners must provide a safe work environment that is free from unlawful discrimination and harassment, and must promptly report to Steinbright all allegations of inappropriate behavior involving or impacting our co-op student(s).
4. Steinbright welcomes opportunities to learn more about the unique needs of the organizations with which it works. To this end, Steinbright professional staff may from time to time request to visit locations where co-op students are working to meet organization representatives and to ensure that students and co-op employer partners are receiving optimal benefit from the co-op program.
5. Steinbright publishes a number of important deadlines and policies on its website: [www.drexel.edu/scdc](http://www.drexel.edu/scdc). Co-op employer partners must familiarize themselves with the deadlines and policies of the Drexel co-op program and adhere to them.
6. For co-op employer partners using Drexel's SCDC online recruiting system for undergraduate A & B rounds, it is particularly important that co-op employer partners adhere to interview, candidate ranking and offer deadlines, as well as to policies governing the selection of candidates for interviews. The co-op recruitment process is a competitive process for students and employer partners alike. Co-op employer partners should refrain from

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<sup>[1]</sup>As used in this document, the word "employer partners" refers to all entities in which co-op students are working, regardless of whether the work is paid, unpaid, full-time or part-time.

placing undue pressure on students by seeking commitments to accept offers prior to the Optimal Pairing process. Co-op employer partners found to be acting outside of these guidelines may be blocked from participating in Drexel's co-op program. All Co-op employer partners are expected to adhere to Drexel's recruitment expectations (<http://drexel.edu/scdc/employers/hire-coop/process/expectations>) to ensure a positive and productive recruitment experience for all involved. Questions or concerns should be directed to the assigned co-op advisor.

7. Since the overarching purpose of the co-op program is to teach students how to become successful professionals, co-op employer partners should work with their students and Steinbright to identify and resolve any job performance or other workplace issues. Experience has shown that many such issues result from students' newness to the professional world and are easily resolved through candid discussion and collaboration. Steinbright is available to help co-op employer partners and students resolve any concerns that may arise. So that Drexel can monitor its students' progress in the co-op program, Steinbright must be notified (in advance, if practicable) anytime it becomes necessary for an employer partner to formally discipline or terminate a co-op student. All co-op students have executed a release authorizing the exchange of all employment and performance information between the employer partner and Steinbright.

8. Co-op employer partners should provide regular supervision and constructive feedback to students. Co-op employer partners must provide a written performance evaluation at the conclusion of the co-op experience. Employer partners are encouraged to use Steinbright's online performance evaluation for this purpose. Your co-op advisor will notify you when the evaluation is available for completion.

9. Co-op employer partners are encouraged to review the "Principles for Professional Practice" published by the National Association of Colleges and Employers (NACE) found at <http://www.nacweb.org/principles/>.

10. Co-op employer partners should be aware that the Fair Labor Standards Act (FLSA) and related state and local statutes may govern the relationship between co-op employer partners and co-op students. Co-op employer partners are encouraged to review the FLSA (<http://www.dol.gov/whd/regqs/compliance/whdfs71.pdf>) and determine whether its minimum wage, overtime and other provisions are relevant to the circumstances of their co-op experience(s).

11. Drexel University assumes no liability for a student's acts or omissions in the course of the co-op placement.

12. Co-op employer partners should be aware of the policies and recommended best practices of the US Department of Justice ([http://www.justice.gov/crt/about/osc/htm/best\\_practices.php](http://www.justice.gov/crt/about/osc/htm/best_practices.php)) and the Equal Employment Opportunity Commission ([http://www.eeoc.gov/laws/practices/inquiries\\_citizenship.cfm](http://www.eeoc.gov/laws/practices/inquiries_citizenship.cfm)) as it relates to pre-employment inquiries regarding citizenship and equal employment practices, including: refraining from discriminating on the basis of national origin; and/or immigration and citizenship status.

13. Co-op employer partners are responsible for knowing and complying with any applicable statutory, regulatory or other restrictions on the duties that may be performed by co-op students. This is of particular importance for students working in fields such as law, health care and other areas that require professional certification or licensure

14. Co-op employer partners should be aware that any contracts or agreements between the employing organization and the student are independent of Drexel University.

- Drexel University discourages the usage of non-compete agreements in cooperative education learning experiences as it is counterproductive to the learning model.

I have read and understand the information and guidelines for participating in the Drexel co-op program.

\_\_\_\_\_  
Employer Signature/Date

\_\_\_\_\_  
Employer: Print Name/Title

\_\_\_\_\_  
Steinbright Signature/Date

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Steinbright: Print Name/Title